



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

10/15/13

Angelica Chavez
1420 King Ave
Muscatine IA 52761

Dear Angelica,

This letter is in regards to the 10/15/13 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

Angelica needs to repair or replace screen on front entryway and fixed crack window in playroom.

☐ 110.5(1)a Has a non-pay working telephone. A cell phone cannot be the primary phone.

Angelica needs to update cell phone number with central registration unit.

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

Angelica needs to place items in bathroom labeled "Keep Out Of Reach of Children" in higher inaccessible area for children. Angelica needs child lock for basement bathroom cabinet next to toilet area.

☐ 110.5(1)e Electrical wiring shall be maintained.

Angelica needs to properly secure electrical outlet to wall in the playroom.

☐ 110.5(1)e All accessible electrical outlets are safely capped.

Angelica needs to place safety caps in 4 outlets in bathroom, 1 outlet in kitchen.

☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.

Angelica needs to repair or replace child lawn chair near garage; store wheel barrel; store grill, lighter fluid and grill tools; store hose and metal planters; store pool ladder and pump; remove garbage from back door; repair or replace broken spoiler on Buzz Lightyear car; empty 5 gallon bucket of trash; repair front sections of fence.

☐ 110.5(1)h Is kept free from litter, rubbish and flammable materials.

Angelica needs to remove broken hockey table pieces from back yard and paint can near garage.

☐ 110.5(1) Is free from contamination by drainage or ponding of sewage, household waste, or storm water.

Angelica needs to empty Ladybug sandbox full of water.

- ☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

Angelica needs to post plans near rear door.

- ☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

Angelica needs to show routes for fire and tornado on the plans posted. Please see example.

- ☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.

Angelica needs to practice monthly and document.

- ☐ 110.5(1)l A safety barrier surrounds any heating stove or heating element.

Angelica needs to store space heater during daycare hours or put barrier around it.

- ☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

Angelica needs to place detector at the top of her basement steps.

- ☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

Angelica needs to check her smoke detectors monthly and document.

- ☐ 110.5(1)x For homes built prior to 1960, provider must complete visual assessment for lead hazards and apply necessary interim controls prior to registration and each renewal

Angelica needs documentation of this assessment.

- ☐ 110.5(2) A provider file is maintained and contains:

- ☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Angelica needs to show documentation of current physical for Victor and Angelica and proof of immune status for Polio for Angelica.

- ☐ 110.5(2)c An individual file is maintained for each staff assistant and contains:

- ☐ 110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every two years thereafter.

Angelica needs to provide documentation of current physical and proof of immunization status for Polio, MMR and dTap for Maria.

- ☐ 110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

Angelica needs to provide documentation of current course completion for Maria.

- ☐ 110.5(2)d An individual file is maintained for each substitute and contains:

☐ 110.5(2)d A physician's signed statement of health of at the time of employment and at least every two years thereafter.

Angelica needs to provide documentation of current physical and proof of immunization status for Polio, MMR and dTap for Maria.

☐ 110.5(2)d Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

Angelica needs to provide documentation of current course completion for Maria.

☐ 110.5(2)d Certification in infant and child first aid that includes mouth-to-mouth resuscitation. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

Angelica needs to provide documentation of current course completion for Maria.

☐ 110.5(3) Activity Program.

☐ 110.5(3)e All play equipment and materials are in a safe condition, for both indoor and outdoor activities.

See 110.5(1)h.

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

Need updates for L.E.(2), L.E. (20 months) Need for N.D., N.S.

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

Need updates for L.E.(2), L.E. (20 months) Need for N.D., N.S.

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

Need updates for L.E.(2), L.E. (20 months) Need signature and date on form for N.D., N.S.

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

Need physical for L.E.(2), L.E.(20 months), L.O., D.O.

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

Need updates for L.E.(2), L.E. (20 months) Need for N.D., N.S.

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

Need for L.O.(3 months), D.O. Need signature and date on form for A.S., A.G.(7), A.G.(5)

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

Need updates for L.E.(2), L.E. (20 months) Need for N.D., N.S., D.O.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 12/2/13.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur sometime on or after **12/2/13**.

Please do not hesitate to contact me at DHS at (319) 208-5521 if you have any questions regarding this letter.

Sincerely,

Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-866-324-3236

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).